

410.07**Reconciling Reports**

Time frame	The reconciliation of reports shall be completed within a 120 day period.
Wire transfer and close out	The WIC Program Planner records the daily wire transfer request amount on the FIS transfer document. At the close of each month, the WIC Program Planner reconciles the monthly bank statement to the FIS transfer document. If a discrepancy occurs, it is investigated.
Adjustments	Each month, the Technology Operations and Food Delivery Team Lead approves and records any adjustments to the food issuance reports. The approved adjustments are shown on the daily wire transfer request from FIS.
Reconciliation	On the 12 th of each month, all necessary adjustments have been made to the food issuance reports. The WIC Program Planner then reconciles the bank reports to the food issuance report.

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